



**REMOTE CHILD CARE SERVICES
POLICIES & PROCEDURES**

Policy Name: Cessation of Care and Absences
Policy Number: 2000
Originated Date: July, 2018
Amended Date/s:
Applicable Legislation: Australian Government Department of Human Services
Dataworks Reference:

POLICY:

Two weeks notification in writing is required upon cancelling a child's enrolment to the Child Care Director. The Department of Human Services will not pay the Child Care Subsidy for any days after your child physically attends the service and full fee's will be charged, this also applies if your child does not physically attend the service at the start of their enrolment.

The Department of Human Services will pay the Child Care Subsidy for up to 42 absences in a financial year period. These absences do not require any evidence of their absence. A General Practitioner's certificate is required once 42 absences have been reached. If your child does not attend the Service for an 8 week period the enrolment will be cancelled.

CANCELLATION FEES

75% of the full fee is payable for all absences when Notification is given BEFORE 8AM on the morning of attendance. If late or no notification is given the full fee is payable. CCS is claimable for up to 42 absences per financial year. (Additional absences allowed due to sickness where a Doctor's Certificate is provided). Two weeks notification is required upon cessation of Care and during the school holiday's more than 24 hours notice needs to given.

FEE REVIEW

Fees will be reviewed annually at the end of the financial year



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SUMMARY OF GUIDELINES WHICH APPLY TO SESSION TIME FLEXIBILITY:

Parent/guardians are to nominate sessions children will be attending on the enrolment form.

If parents require care outside of their normal session times, there is flexibility to add up to half an hour on either side of their nominated session, which will be charged at the hourly rate.

Two weeks notice is required in writing to the Child Care Director when a child's enrolment is ceasing.

Two weeks notice is required in writing to the Child Care Director when a change of enrolment is needed.

Parents/guardians can nominate to pay casual rates if care is irregular and under 2 hour's duration per session.

Parents can change days provided there is a space, but will need to pay the cancellation fee for the absent day.

Any changes to booked hours during the year must be recorded using a "changes to enrolment form."

Please see the <https://humanservices.gov.au> if your child is absent from child care

POLICY REVIEW

- . The service will review this Policy, every 12 months or sooner if required.
- . Families are encouraged to collaborate with the service to review the Policy.
- . All Staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.
- . Date of last review – July 2019
- . Date of next review – July 2020